

CHAPTER 4

SUPPLY SUPPORT REQUESTS

A. GENERAL. Supply Support Request (SSR) is a document or group of documents submitted by a user or potential user of a consumable item of supply to an Integrated Materiel Manager (IMM) to obtain integrated materiel management support. The basic purpose of the SSR is to inform the IMM of the user's projected requirements for retail and wholesale stock. Based on the information in the SSR, the IMM is required to take action to record the submitting activity as a user of the item in the Federal Logistics Information System (FLIS)_database file at the Defense Logistics Services Center (DLSC) in Battle Creek, Michigan.

The IMM also uses the SSR data as input to the requirements determination process so that sufficient stock shall be on hand to satisfy initial requisitions received from the User Service.

B. POLICY

1. The processing of SSRS shall adhere to the procedures contained in this chapter. These procedures do not apply to the following categories of items:

a. Medical Materiel. See Federal Catalog System Policy Manual, Department of Defense (DoD) 41 OO.39M, (reference (g)).

b. Clothing and Textiles. See Joint Regulation DLAR 4140.34, AR 32-5,

NAVSUPINST 4410.41, MCO P1012O.31, AFR 67-45, (reference (h)).

c. Subsistence Items. See Joint Regulation DLAR 4235.3, AR 30-13, AFR 145-22, NAVSUPINST 4442.10, MCO 10110.24, (reference (i)).

d. Fuels. See Procedures for the Management of Petroleum Products, DoD 4140.25M, (reference (j)).

e. Ammunition. See DoD Directive 5160.65, (reference (k)), for Single Manager Assignment for Conventional Ammunition.

f. Items peculiar to use by a foreign country and not used by U.S. Forces.

g. Nonconsumable items. See Joint Regulation AFLCR 400-21, DARCOM-R 700-99, NAVSUPINST 4790.7, MCO P441O.22B, (reference (l)).

h. Nuclear Ordnance items. See Federal Cataloging and Standardization for Nuclear Ordnance, TPIOO-3/TM 39-1 00-3/SWOP 100-3/T.O.IIN-100-3.

2. The SSR procedures apply to consumable type items subject to item management assignment to an IMM, including:

a. Provisioning and nonprovisioning items.

- b. Items already managed by an **IMM**.
- c. New items being assigned to an **IMM** for the first time.
- d. Initial and follow-on supply support requirements.
- e. Items previously peculiar to a foreign country for which U.S. Forces have generated legitimate requirements.

C. PROCEDURES

1. The Service Item Control Center (**SICC**) shall perform the following actions:

a. Item Entry Control (**IEC**). Prior to preparation of SSRS, **perform** item identification **functions** to ensure the correct identification of items of supply. Review item identifying information (Commercial and Government Entity Code (**CAGEC**), Reference Number, Unit of Issue (**U/I**), Item Name, Engineering Data For Provisioning (**EDFP**)) and screen each item with DLSC under the procedures contained in the DoD Provisioning and other **Preprocurement** Screening Manual, DoD 4100.3 8-M, (reference (m)). Match conditions shall be reviewed, Standard/Alternate/Replacement/Substitute/Canceled determinations accomplished, and items identified to the correct National Stock Number (**NSN**) and Inventory Manager (IM).

b. When probable or possible matches (as defined in DoD 41 OO.38-M, reference (m)) from the FLIS database are not technically acceptable, or an item is source controlled or quality controlled, or nondefinitive reference number conditions apply, the **SICC** shall justify the need

for new NSNS by using the appropriate Reference Number Justification Code (**RNJC**).

c. The using **SICCs** may recommend to the **IMM** the assignment of Acquisition Advice Code (**AAC**) J to those items with low predicted demands that are known to be commercially available and are not required for system support of high priority weapons, support systems, and equipment. Acceptance by an **IMM** (Defense Logistics Agency (**DLA**)/General Services Administration (**GSA**)) of the **SICC** requirement submitted via SSRS shall constitute **IMC** for such items.

2. The **IMM** shall **perform** the following **functions**:

a. When the SSR is received, the **IMM** shall **perform IEC** using any available resources including provisioning screenings, internal files, catalogs, technical information from the **SICC**, etc. Whenever possible, the result of **IEC** shall be used to either accept, offer a substitute, or reroute an item to the correct **IMM** rather than rejecting the item back to the submitter for resubmission. Similarly, inactive and terminal items shall be reactivated or reinstated, whenever possible, if a standard, replacement, or substitute item is not available.

b. Prepare Federal item identification (**FII**) descriptions for new items entering the supply system using the technical information received from the **SICC**, its own files, or obtained from contractors, NSNS shall be obtained and provided to the **SICC**. **IMCs**, User Interest Registration, and Catalog Management Data (**CMD**) shall be recorded in the **FLIS** database for all items managed on a centralized or

decentralized basis.

3. Requirements Generation and Method of Support/Level of Support Determinations

a. The SICC shall determine requirements for items that are coded for integrated materiel management and generate SSRS reflecting these requirements. To judge the accuracy of the forecasting process, the SICC shall:

(1) Retain documentation showing how the forecast quantities were computed for at least three years after the support date.

(2) Review data provided by the IMM to determine the cause when actual demand varies from the forecast quantities and initiate action to improve future forecasts, as appropriate.

b. In addition, when acting as the Executive Service during joint Service provisioning, the SICC shall include quantities needed to support Participating Service requirements.

c. SSRS shall be submitted to cover the following conditions:

(1) Initial requests for new and existing items.

(2) Subsequent submission of SSRS as initial or change transactions to cover:

(a) Equipment design changes.

(b) Follow-on provisioning of the same equipment from the same contractor under a different contract.

(c) Reprovisioning of the same equipment from a different contractor under a different contract.

(d) Requirements for the same equipment from a different contractor under the same contract with equipment deliveries spread across two or more years.

(e) Requirements for items not originally provisioned that are generated from-requisition processing or requests for support from field activities.

(f) Requirements for different equipment which uses the same piece parts.

d. The IMM shall:

(1) Determine the range and quantity of items to be stocked in the wholesale supply system based upon the forecast of retail and wholesale quantities and other information provided in the SSR. This determination shall be made under the policy and procedures contained in DoD 4140.1-I+ Materiel Management Regulation (reference (b)). The method of support decision shall be reflected by the assignment of an AAC. After assignment of the AAC, the IMM shall determine the projected support date and requirements to meet the level of support needed for the SSR. The date of support shall be included in the accept response forwarded to the SICC when the IMM date of support is different from the requested date of support. The IMM shall augment stocks as necessary to support the SSR requirement.

(2) Make an annual comparison for the first two years after the Date Repair Parts

Required (DRPR) of forecasted requirements to actual demands it receives for new items in its supply system. For those forecast requirements which actual demand varies from the forecast the IMM shall provide the SICC with data showing the variances.

4. Budgeting/Funding

a. The SICC shall perform the following functions:

(1) Forward funded requisitions to the IMM for retail quantities of items.

(2) Budget for and procure retail quantities if required to support fielded equipment until the support date indicated in the accept advice transaction.

b. The IMM shall budget for and fund requirements for items that are stocked in the distribution system of the IMM. The IMM shall procure retail quantities of centrally procured nonstocked items only upon receipt of a funded requisition.

D. SUPPLEMENTARY PROVISIONING TECHNICAL DOCUMENTATION

1. Purpose. SPTD is required for: (a) technical identification of items for maintenance support considerations; (b) preparation of item identification-for the purpose of assigning NSNS; (c) review for IEC; (d) standardization; (e) review for potential Interchangeability and Substitutability (I&S); (f) IMC; (g) preparation of allowance and issue lists; (h) initial procurement from contractor, original

manufacturer, or other identified sources.

2. Order of Precedence. (a) Government or recognized industry specification or standards; (b) engineering drawings at least equal to DoD-D- 1000 (reference (1)), Level 3, 2, or 1; (c) commercial catalog descriptions; (i) sketches or photographs with brief descriptions of dimensional, material, mechanical, electrical, or other descriptive characteristics; or Document Identifier Code (DIC) CXF, Item Name Card. When unapproved DoD-D-1 000 drawings are submitted as SPTD, they shall be accompanied by DIC CXG(s), Additional Reference Number, to indicate all additional known references.

3. Submission Requirements. When available, SPTD shall be submitted for all SSRS or offers involving items without NSNS or Permanent System Control Number (PSCNs) assigned, where the item is not identified by a Government specification or standard which completely describes the item (including the physical, materiel, dimensional, mechanical, electrical, and functional characteristics). When SPTD is not available, the item shall be identified at least by CAGEC and a definitive reference number, item name (DIC CXF), and U/I to permit NSN assignment. Assignment of the Technical Data Justification Code (TDJC) in the request transaction indicates the reason documentation is not provided for an item.

4. Special Requirements

a. Quality Control/Quality Assurance Statement. When new items require control or quality assurance exceeding normal practices as prescribed by the drawings, and inspection specifications are submitted, a complete

statement of the specialized requirements shall be included with the technical documentation for the item. The use of a DIC CXT card can be used for this purpose when an item has critical quality requirements.

b. Sole Source Justification, A justification statement shall be provided on DD Form 1418, Contractor Technical Information Record, or appropriate form used by the Military Service, as required by Federal Acquisition Regulation (FAR)/DoD Supplement 6.303 for sole source procurement of items.

c. Nondefinitive U/I Description. When the U/I for anew item is nondefinitive, the technical documentation shall reveal the quantitative measure for the configuration. For example, if the unit is a tube, and the tube contains 5 ounces of material, the technical documentation shall indicate that the tube contains 5 ounces. If the U/I is sheet, the dimensions of the sheet shall be provided. If a nondefinitive U/I is received without the required quantitative measure, the SSR shall be rejected using Action Taken Code (ATC) 70.

d. Nondefinitive Reference Numbers. When the reference number submitted for a new item is nondefinitive, Reference Number Variation Code (RNVC) 1, the technical documentation shall provide the necessary descriptive information for the IMM to accomplish stock numbering actions. For example, when the reference number submitted is a nondefinitive (RNVC 1) specification item, the technical documentation shall provide descriptive characteristics of the item, such as, type, style, color, dimensions, etc., or other data as required by the Ordering Data Section of the specification. Nondefinitive reference numbers

shall not be altered to identify the descriptive characteristics portion of the reference number.

5. Marking of Technical Documentation. The contract number under which the technical documentation was procured, if appropriate, and the right to use (or restrictions) shall be annotated on drawings and other documentation under the procedures of DoD FAR Supplement 27.403 prior to submission. In addition, the SICC and IMM Activity Codes, Provisioning Control Code (PCC), Item Serial Number (ISN), and Date of Request (DOR) shall be provided to facilitate filing and matchup of the technical documentation with SSR transactions.

E. SSR CONTROL

1. Control. SICC/IMMs shall use these controlling features for processing S SRS:

a. SSR Control Elements. SSICs/IMMs shall use the same data elements for controlling SSR transactions. These control elements shall be utilized to detect or prevent duplicate SSR submissions. (A PCC/ISN/DOR combination shall not be duplicated by a single SICC activity while the PCC resides in any SSR files at the SICC activity.) The following control elements shall be perpetuated in all SSR transactions:

Element	Column(s)
Document Identifier Code(DIC)	1-3
Activity Code To (ACT)	4-5
Item Serial Number (ISN)	43-48
Date of Request (DOR)	49-52
Provisioning Control Code (PCC)	57-59
Activity Code From (ACF)	67-68

b. Allowed Times, Objectives for completion of key events are contained in Table 4-1.

c. Functional Outputs. SICC/IMM processing systems shall provide for both external and internal functional follow-ups when processing actions are overdue. External

functional follow-ups shall be generated and transmitted under the allowed timeframes contained in Table 4-1. Internal fictional follow-up/notification shall require action to rectify the error condition, provide the required advice, or take other appropriate action to complete processing for any exceptional conditions.

Table 4-1			
<u>SSR EVENT</u>	<u>SSR Timeframe Objectives</u>		<u>OBJECTIVE (DAYS)</u>
	<u>START</u>	<u>STOP</u>	
Deliver SSR to IMM	DOR	Receipt by IMM	15
Final Advice, Part Numbered (P/N) SSR	Receipt by IMM of SSR	Receipt by SICC of Advice	602,3,4
Final Advice, NSN SSR	Receipt by IMM of SSR	Receipt by SICC of Advice	25
Offer	Receipt by IMM of SSR	Receipt by SICC of Offer	30
SICC Reply of Offer	Receipt by SICC of Offer (YL/YQ)	CX2 Received by IMM	75
Follow-up Generated by SICC - P/N SSR	DOR	Follow-up Generated	65
Follow-up Generated by SICC - NSN SSR	DOR	Follow-up Generated	30
Offer Follow-up by IMM	Date of Advice	Follow-up Generated	55

NOTES:

- 1. DOR shall not be earlier than 15 days before receipt of the SSR by IMM.
- 2. Add 30 days to the objective if the SSR is rerouted (interim YC, YK).
- 3. Add 75 days to the objective if alternate/substitute item is offered (interim ATC YL, YQ).
- 4. Add 300 days to the objective if a request for NSN must be submitted to a NATO Country other than the United States (interim ATC YH).

2. Transmission

a. To the extent feasible, S SR transactions shall be transmitted by AUTODIN. When DIC CXBs are transmitted over AUTODIN, the DIC CXF card shall be mandatory.

b. SPTD required for P/N SSRS (DIC CXBs) shall be forwarded to the IMM by the SICC as soon as possible. The documentation shall be marked under the procedures established in paragraph D-5.

c. IMMs shall forward SPTD to another IPN when passing the SSR. If the IMM determines that the SSR will not be supported or passed, the SPTD shall be returned to the submitting SICC.

d. When an IMM is required to provide SPTD for a P/N item that is offered as a substitute, the SSR control elements corresponding to the requested item shall be marked on the SPTD prior to forwarding the offer to the SICC. This shall be accomplished to ensure match up of the offer and technical documentation at the SICC activity.

F. SSR PROCESSING

1. This paragraph addresses the concepts of standardized formats, data elements, codification instructions, SPTD requirements, controls, validation, file maintenance, and transmission.

2. Each SSR format communicates events or actions that occur during the SSR process. SSRS are categorized into major types based on these events and actions, and an explanation for each type follows. The transactions are the primary inputs to and outputs from the SSR

system. Through the use of DICS and ATCS (see appendix D for explanation of ATCs), a submitter may request that an action be taken or an SSR receiver may communicate an action that has been accomplished. The format for each category or type of transaction described below is contained in appendix F. The data elements within each format are defined in appendix E. The major categories into which SSRS are grouped include requests, interim advice, offer replies, final advice, follow-up, and response.

a. SSRS

(1) For NSN items

(a) SICC shall submit this type of SSR for items identified to an NSN during the provisioning screening and IEC functions. This SSR is identified by DIC W/CXA and contains the information required to process the item. This information includes SSR control elements, item management data, and requirements data. NSN requests shall be prepared under the instructions contained in Appendix F. NSN requests fall into one of two categories: a Condition 1 SSR or a Condition 2 SSR. The Condition 1 SSR refers to a request for support for an NSN managed by an IMM. The Condition 2 SSR is a request for support for NSNS which have no recorded IMM in the FLIS database. SSRS shall be posted to SSR files and controls established to ensure the receipt of advice from the IMM. Support advice shall be provided by the IMM within allowed timeframes (see Table 4-1). If the support advice has not been received, a follow-up shall be sent to the IMM.

(b) IMMs will receive SSRS from SICC. The SSRS shall be validated. Controls

will be established to ensure that advice is provided to the SICC within allowed timeframes. Initial and change transactions will be edited against control elements to ensure match conditions are met for changes and to prevent processing of duplicates. The SSRS will then be processed to determine if the item will be accepted for support; whether the item is under the cognizance of another manager and will be rerouted; or whether the SSR will be returned due to validation, technical, or support reasons. Appropriate SSR advice transactions shall be prepared and forwarded to the SICC to provide disposition of the SSR.

(2) For PSCN items

(a) SICC shall submit this type of SSR for items identified to a PSCN during the provisioning screening and IEC functions. This type of SSR is identified by DIC W/CXC and contains cataloging and management information necessary to establish an NSN. SSRS for PSCN items shall be prepared under the instructions and criteria in appendix F.

(b) IMMs shall screen PSCN SSRS to determine if the PSCN is recorded in the FLIS database. If it is, the item represents the results of previous standardization action. NSN advice shall be provided to the SICC within 30 days of receipt of the SSR by the IMM. If the PSCN is not recorded in the FLIS database, IMMs shall reject the SSR with ATC 65.

(3) For P/N Items

(a) SICC shall submit SSRS for items not identified to an NSN/PSCN. This type of SSR, referred to as a Condition 3 SSR, is identified by DIC W/CXB and consists of two

cards. These cards contain the full range of cataloging and management data elements required for the IMM to process the item to obtain an NSN. The request shall be prepared by the SICC and validated under the procedures of appendix F. During Joint Service provisioning, the requirements contained in paragraph 4-G shall apply. SPTD shall be provided if available; if not available, the SSR shall contain a TDJC (see appendix F-4) to indicate why the data is not available. If SPTD is not available and the reference or U/I is nondefinitive, definitive identifying information shall be provided to permit description of the item for procurement and NSN assignment. Follow-ups shall be sent for support advice and for NSN assignment not received within 65 days of the DOR.

(b) IMMs shall review the request and associated SPTD under IEC to determine whether the original item requested or a standard/replacement/substitute item shall be supported, or whether an offer of another item shall be made. The CAGEC/reference number shall be reviewed and corrected, if possible, and the correction provided to the SICC. Final advice shall be provided within 60 days of the DOR.

(4) Change to SSRS shall be prepared when the SICC desires to reflect changes to items that have been "accepted or are being processed for support by the IMM and are being deleted, superseded, or subjected to quantity changes by the user. These changes are normally the result of design or program changes, designated by Type of Change Code (TOCC) P (see appendix E) in the W/CWA Header Card. When support requirements are to be increased, TOCC C is used to reflect the

revised quantity, Items for which the support requirement of a PCC/ISN is being reduced by all of the original requirement (and not supersede) shall be processed as deletes (TOCC D). If the initial item request required a new NSN, that requirement is deleted. Deletes for partial quantities shall be processed with TOCC H. Superseding (TOCC S) and superseded (TOCC R) item transactions shall be processed in tandem and shall be used to reflect that a requirement for the superseded items may continue to exist but that the support requirement is changed. If no support requirement exists for the superseded item, it shall reflect quantities of zero and all support requirements shall be reflected in the superseding item. If a support requirement continues to exist, indicated by a superseded item quantity other than zero, then an NSN is also required. Refer to appendix F, for instructions concerning preparation of Line Item Supply Support Requests (LISSRs) for TOCC C, D, H, R, S, and T.

b. Interim Advice

(1) Standard or Replacement Item

(a) IMMs shall support standard/replacement items instead of the item requested whenever the item requested is crossed to a standard or replacement item during provisioning screening or IEC. In addition to the standard/replacement NSN, the interim advice transaction shall provide the Item Standardization Code (ISC), Phrase Code (PC), and AAC of the replacing NSN. If the standard item is a PSCN, the IMM shall accomplish immediate assign-merit of an NSN and provide the assigned NSN to the SICC via an accept transaction. The IMM SSR files shall be

updated to reflect support of the standard/replacement item prior to forwarding the accept transaction to the SICC.

(b) SICC shall update their files to indicate that the standard/replacement item is being supported in place of the item requested and shall clear the follow-up suspense for the support and NSN advice. ATCS YJ, YR, and YW indicate this type of interim advice.

(2) P/N and/or CAGEC Correction

(a) IMMs may use cataloging and manufacturer's or vendor's references and clarifications during IEC to correct reference numbers contained in SSRs. Corrections include reformatting of P/Ns (dashes/slashes/ spaces) and correction of CAGECs using DLSC reference tools, manufacturer's catalogs, and specifications and clarifications from contractors. The corrected CAGEC or reference number or both are included in interim advice transactions with ATC YF. The IMM shall continue processing the correct item for support unless an SSR delete action (TOCC D) is received from the SICC.

(b) SICC shall post the ATC YF transaction to their SSR files. File maintenance actions shall be generated to record the corrected number as the supported item. If the corrections are not accepted, the SICC shall prepare an SSR delete action using TOCC D to delete the requirement and submit a new SSR using DIC W/CXB and RNJC 2.

(3) Actual Match. This category includes P/Ns matched to NSNS during provisioning screening or in-house matches during IEC (actual or exact) where there is no discrepancy

between the Reference Number Category Code/Reference Number Variation Code (RNCC/RNVC) for the item requested in the SSR and the NSN to which the item is matched. SSRS that contain an RNJC shall require the assignment of a new NSN. ATC YG identifies this category of interim advice.

(4) CAGEC

(a) When the IMM is forwarded a CXB for an item of supply produced in a foreign country, the IMM shall determine if a codification agreement exists with the manufacturing country. If so, the IMM shall forward the request to the NATO National Codification Bureau (NCB) of the manufacturing country, through DLSC, for NATO stock number assignment. The IMM shall forward an ATC YH to the SICC, informing the SICC that the request has been forwarded to the NATO NCB of the manufacturing country and notification of the NSN and the support advice shall be received within 300 days.

(b) The SICC shall post the ATC YH transaction to their SSR files, and adjust the follow-up suspense to accommodate the additional 300 days from the date of the CXI interim advice.

(5) Offers

(a) IMMs shall forward offers of P/N items and stock numbered items to SICC within 30 days of the SSR receipt. These transactions shall be used only for cases where the P/N requested by the SICC can be added as an advisory reference number to an NSN offered by the IMM. The offer shall be identified by ATC

YL or YQ communicated by AUTODIN with explanatory information sent by mail via DD Form 2241, Standard Alternate Item Referral/Reject Notification. Offers shall be replied to by the SICC for the IMM to continue processing. The IMM shall establish a 75 day suspense date for the receipt of a reply from the SICC. The IMM will follow-up after 55 days if the SICC has not responded using a Follow-up for Offer Reply transaction (appendix F), DIC CXI with ATC YZ. If no response is received within 75 days after the date the YL/YQ offer was made, the SSR shall be rejected with ATC 08.

(1) Offer of NSN. Offers of NSN items shall be prepared under the procedures in appendix F. The ATC YL indicates that an NSN is offered. When appropriate, SPTD data shall accompany the NSN offer.

(2) Offer of Reference Number. Offer of Reference Number shall be prepared under the procedures in appendix F. The ATC YQ indicates that a reference number is offered. When appropriate, SPTD data shall accompany the reference number offer.

(b) SICC shall post the offer transaction to their SSR file and generate an output for technical review of the offer. An Offer Reply shall be prepared and forwarded to the IMM within 75 days of the Date of Advice (DADV) for the associated offer transaction. In the event a reply (ATCs YM/YN) is not finished to the IMM within 75 days, the IMM shall cancel the SSR with ATC 08.

(6) Passing Actions

(a) IMMs shall

(1) Determine through provisioning screening if an NSN is currently being managed by another IMM. The IMM which originally received the SSR shall pass it to the managing IMM activity and provide passing action advice to the original submitter. The originally submitted SSR shall be revised by placing an "R" in cc 6 of the header card (DIC CWA), which identifies the fact that the SSR has been passed, and by changing the Activity Code, cc 4-5, to the Activity Code of the managing IMM, and shall be transmitted by AUTODIN. Passing action advice shall be provided by AUTODIN to the original submitter with an ATC YK and the Activity Code of the managing activity in cc 75-76.

(2) Pass the SSR to the correct IMM when it is determined that the item requested should be classified in a Federal Supply Class (FSC) managed by that IMM. The IMM which originally received the SSR shall record the rationale for reidentifying the FSC on DD Form 2241. The IMM shall then forward the form and all technical data received with the originally submitted LISSR to the managing IMM with the Activity Code, cc 4-5, revised to reflect the correct IMM activity and an "R" in cc 6 (DIC CWA). Passing action advice shall be provided by AUTODIN to the original submitter with ATC YC, and Activity Code of the correct IMM activity in cc 75-76, and the FSC in cc 77-80. SSRs shall only be passed by an IMM to another IMM one time; if the IMM receiving a passed SSR determines that yet another IMM is the appropriate manager, then the IMM shall obtain an NSN and assume management of item in recommended FSC and subsequently take appropriate action to reclassify to correct FSC.

(3) Return the SSR to the SICC when it is determined that the item is not appropriate for IMM management.

(4) Record the passing action in their SSR files to provide a record of action taken.

(b) IMM (Services) shall

(1) Return the SSR to the SICC when it is determined that the item is not-appropriate for management by that IMM.

(2) Record the SSR in their files to provide a record of action taken.

(c) SICC shall process notice of the passing action to update their SSR files and to record the rerouting of the SSR. SICC shall adjust the follow-up suspense on the basis of the advice date of the passing action and forward all follow-ups to the IMM to whom the SSR was routed.

c. Offer Replies

(1) SICC shall prepare a reply to an offer within 75 days of the DADV of the offer to receive support. The ATC will indicate whether the SICC accepts (ATC YM) or rejects (ATC YN) the offered item.

(2) IMM shall post the Offer Reply to their SSR files and clear the follow-up suspense. If the offer is accepted, the IMM DoD shall generate file maintenance, catalog and inventory control actions to support the offered item. If the accepted offer is a P/N item, the IMM shall obtain and provide an NSN for the item. If the offered item is an NSN, the requested P/N shall be added as an additional reference number

(within 30 days of the acceptance). If the offered item is not acceptable to the **SICC**, the **IMM** shall initiate action to support the requested item. The **IMM** shall provide final advice on the SSR within the allowed timeframes based upon the date of the offer reply rather than the DOR (see Table 4-1).

d. Final Advice

(1) Positive Final Advice

(a) **IMMs** shall forward, when the request for support has been processed, a positive final advice, identified by ATC YA, YB, YD, YE, or YX, to the **SICC**. The NSN for which support has been accepted is shown in cc 8-20. The AAC for that NSN is shown in cc 30. If the ATC is YX, the date upon which the **IMM** can accept support for the NSN is shown in cc 77-80.

(b) **SICCs** shall receive the accept advice transaction and update their SSR files to indicate that the item requested has been accepted by the **IMM** and to clear the suspense date for support advice. If the item requested was a PSCN or P/N item and an NSN was provided, the files shall be updated to record the NSN and to clear the suspense date for NSN advice. The **SICC** shall compare the **IMM** support date with the requested support date. If required to support fielded equipment, the **SICC** may initiate procurement for that quantity of materiel required to support operational equipment until the **IMM** support date.

(2) **Rejects**. SSRS may be rejected for edit/validation, duplicate, technical, support, or other reasons. The **SICC** shall review rejected SSRS to determine which require correction

and/or resubmission. Corrected SSRS shall contain the same control elements as the rejected SSRS, except for the DOR. The **IMM** shall maintain a record of rejected transactions in the SSR files in order to respond to follow-ups.

(a) Invalid Data Conditions

(1) **IMMs** shall process all incoming and outgoing SSR transactions through the edit/validation procedures and criteria contained in appendix F. Invalid data conditions shall be identified by the applicable ATCS, and rejected SSRS shall be posted to the SSR files prior to forwarding to the **SICC**.

(2) **SICCs** shall process all incoming and outgoing SSRS through standard edit/validation procedures and criteria and the formats contained in appendix F(F1-F17) and shall correct and resubmit SSRS rejected for invalid data conditions as appropriate.

(b) **Duplicate SSRS**. If an SSR input to a processing cycle has control elements that duplicate one on the SSR files, the SSR shall be rejected. If duplicates are input to the same processing cycle only, the first SSR shall be processed. Resubmitted SSRS and follow-up suspense dates in the SSR files shall be adjusted to reflect the new DOR to prevent rejection due to duplicated control elements.

(c) **Unmatched Conditions**. Changes to SSRS, advice, offer, follow-up, and reply transactions shall match a previously submitted transaction in the SSR files of the **SICC** and the **IMM**. When unmatched conditions exist, the ATC in the reject identifies the specific reject condition. The submitter shall correct and resubmit as appropriate.

(d) Technical Rejects

(1) IMMs shall reject SSRS for technical reasons when the SSR includes **CAGEC/reference** numbers that cannot be corrected, nondefinitive U/I, or lack of other technical information required to assign an NSN or procure an item. The ATC identifies the specific reject condition.

(2) SICCs shall post the reject to their SSR files and generate an output for review by the appropriate fictional element. The reject shall be corrected and resubmitted, when appropriate. The follow-up suspense shall be adjusted based upon the DOR in the resubmitted SSR.

(e) Incorrect Manager Rejects

(1) IMMs shall use this reject advice to return SSRS that are not accepted for support because the items do not fall within the cognizance of the IMM and cannot be rerouted to another manager. Included within this category are such **conditions** as items that should be coded for service retention or are in a class of items that do not come under the SSR procedures. The ATC contained in the reject identifies the reject condition.

(2) SICCs shall initiate action to support the **item** as a retained item or request support for commodities such as fuels or clothing under the special procedures applicable to these categories of items. The SSR files shall be updated to **clear** follow-up suspenses and to record the item-as complete.

(f) Other Rejects

(1) IMMs shall use ATC 36 only when no other reject ATC applies, and additional information is required to explain the reject condition. This reject permits exception data to be entered into the advice transaction instead of being provided on a manual basis. The reason for the reject shall be entered into the remarks block of the DIC CX5 card. This permits the explanatory information to be forwarded over AUTODIN and precludes the necessity to match explanatory information sent by mail with the reject transaction which is sent by AUTODIN. The DIC CX5 transaction shall be used only for reject advice--not offers, acceptances of standard, or substitute item--and only when ATC 36 applies.

(2) SICCs shall post the reject advice to their SSR files and generate an output for fictional review. The corrected SSR shall be resubmitted, when appropriate, to the IMM.

e. Follow-up and Responses

(1) Follow-up for Advice

(a) SICCs shall generate follow-up transactions (**DIC CX3**) by the 30th day **after** the DOR for NSN SSRS, and by the 65th day tier the DOR for P/N SSRS, if the IMM has not yet provided advice. Additional follow-ups may be sent at 20 day intervals until the IMM responds.

(b) IMMs shall match the follow-up received from SICCs against their SSR files to determine if the original request has been received and if advice has already been provided. If the follow-up does not match a request with the same SICC control elements, a DIC CX4 with ATC 66 shall be prepared and forwarded to

the SICC within 15 days of the date of the follow-up. If advice has already been provided, an image of the advice (DIC CX4) with a current date shall be provided to the SICC. If the SSR is recorded on the files and advice has not been provided, a Pending Advice Response (DIC CX4 with ATC YY) shall be prepared and forwarded to the SICC. An appropriate advice response shall be provide within 15 days of the date of last follow-up from the SICC.

(2) Follow-up for Offer Reply

(a) IMM shall not automatically reject support for failure to receive a reply to an offer within the prescribed timeframes. Instead, a follow-up (DIC CXI with ATC YZ) shall be sent to the SICC after 55 days from the date of the original offer if a reply has not be received. If a response is not received from the SICC within 75 days of the date of the offer, the IMM shall reject support for the item using an ATC 08.

(b) SICC, upon receipt of a follow-up, shall expedite action to preclude rejection of the original SSR by the IMM. If the SICC has not provided the Offer Reply within prescribed timeframes and receives a reject from the IMM, a new SSR shall be required.

G. USE OF STANDARD INTERSERVICE AGENCY SERIAL CONTROL NUMBER (SIASCN)

1. This procedure provides for the use of SIASCN in SSRS being submitted during joint Military Service provisioning. The procedure promulgates the use of the SIASCN established in DARCOM-R 700-97, NAVSUPINST

4000.38A, AFLCR/AFSCR 800-24, MCO P411OJB, (C3), Chapter 4, Standard Integrated Support Management System (SISMS) Manual. This procedure is also appropriated for use during single Service provisioning. The SIASCN shall be identified for all P/N S SRS being submitted by the Military Service assigned executive management responsibility for multi-Service provisioning. SIASCN identification for P/N S SRs submitted for single Service provisioning shall be a Service option. The IMM shall utilize the SIASCN as the Document Control Serial Number (DCSN) of the FLIS transaction requesting NSN assignment and user registration.

2. Executive Service

a. The Military Service designated as the executive Service shall assign the SIASCN to items requiring NSN assignment during joint Service provisioning coordination with the participating Services. The Service conducting single Service provisioning shall assure the assignment of the SIASCN, as required.

b. The SIASCN shall be composed of a specific alphabetic prefix designating the executive Service and followed by six numerics. The six-position numeric shall be developed to preclude assignment of the same SIASCN to two or more items. The following alphabetic prefixes shall be assigned to the SIASCN by the executive Service in coordination with the participating Services or by the designated Military Service provisioning activities.

SERVICE	ICP MANAGING ACTY	PREFIX
Marine Corps Air Force	PA	A
	TA	B
	TD	Q
	TG	C
	SE	D
	S u	E
	S c	Y
	S x	F
	SP	<u>W</u>
	SJ	J
	CL	G
	AJ	B
	A z	K
	BD	L
Army	BF	M
	CT	N
	CU	P
	CM	u
	HD	H, T
	HX	x
Navy	JV	s
	KE	R

NOTE: Prefix Z reserved for expansion.

c. The **SIASCN** shall be recorded on **P/N** SSRS submitted by the executive Service when submitting an SSR. Add user-cards (DIC CXK) may be submitted for either joint Service or single Service provisioning.

d. The **SIASCN** shall be placed in the **P/N** SSRS (**DIC CXB**); Card 1, cc 14-20.

e. SSRS being submitted by the executive Service shall provide consolidated wholesale or retail requirements for all users.

f. Submit SSRS for Design Change Notices

(**DCNs/Program** changes under the procedures of paragraph **F2a(4)**). The **Participating Services** shall be notified well in advance of the SSRS of any changes to the equipment by copies of the DCNS or a follow-on provisioning conference, if required.

3. Participating Service

a. The **SIASCN** assigned by the executive Service during the provisioning meeting or conference should be recorded by the participating Service on internal control files for use in updating records upon assignment of the

NSN.

b. Submit SSRS identifying any requirements not included in the SSR submitted by the executive Service.

c. Submit SSRS for items unique to a participating Service.

d. All SSRS shall be submitted under the established procedures, e.g., TOCC N.

e. The participating Service shall submit **SSRs** for all items **identifying** both replenishment and retail quantities when buying equipment previously provisioned by an executive Service.

4. **IMMs** shall

a. Upon receipt of a P/N SSR containing a **SIASCN**, ensure the **SIASCN** is used as the

DCSN of the FLIS transaction requesting NSN assignment and user registration. This process shall permit participating Services to **identify** notification of NSN assignment and the appropriate management data from the DLSC notification for all P/N SSRS **submitted** during the joint Service provisioning.

b. Furnish Line Item Advice Cards (**LIACs**) to the executive/submitting Service.

c. Add the appropriate MOE Rule or **supplementary** data receiver code for all participating Services identified by the executive Service on the additional user cards (**DIC CXK**).

d. Periodically provide the Executive and Participating Services, at their request, status reports on all SSRS submitted for Joint Service Provisioning.